

POSITION DESCRIPTION

Title: Facilities & Custodial Tech, Parks & Recreation

Job Location: Multiple

Classification: Technical

Grade/salary range: Hourly: \$17/hr, 20-25 hours weekly

Supervised by Assistant Director of Parks

FUNCTIONS AND RESPONSIBILITES

1. Maintains required records and forms and submits reports as required
2. Sweep and mop hard floors at all designated locations
3. Clean buildings by emptying trash, sweeping, cleaning surfaces, dusting
4. Use cleaning solutions to remove stains and clean surfaces
5. Mix various cleaning agents
6. Clean windows, glass partitions, and mirrors using equipment provided
7. Apply wax to coat floors and buff as needed, sealant
8. Clean and service restrooms with equipment and solutions provided
9. Assist with preparation for special events
10. Adhere to city policies and procedures may fill in for other positions in the Parks maintenance department
11. Adhere to a cleaning schedule that changes seasonally depending on the Parks & Recreation timeline
12. Weekly inventory of cleaning tool, chemical, toiletry, and other janitorial supplies. Submit supply order requests to the Assistant Director.
13. Refill applicable toiletries such as tissue and soap dispensers as needed in all city restrooms.
14. Maintain dog waste stations in city park
15. Perform other duties as required.

MINIMUM REQUIREMENTS

**any combination of education, training, and experience providing the following knowledge and abilities*

1. Problem solving and conflict resolution
2. Be able to travel to multiple locations within Willard to perform cleaning duties and restock supplies
3. Knowledge of methods, tools, and materials for janitorial and minor maintenance work
4. Knowledge of work hazards and ability to take necessary safety precautions in performing assigned duties and use of tools and equipment
5. Ability to use or repair small/light equipment such as automatic floor cleaners, and small power tools
6. Ability to understand, speak, and write fluently in English
7. High school graduate or equivalent GED
8. 3 years of experience in janitorial services industry or similar
9. Must possess and maintain a valid motor vehicle operator's license
10. Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
11. Position may require work outside the regularly scheduled program hours